

STAT

STAT

T/O

INCUMBENT

Office of the Chief

☐ GS-306-13 Rec. Mgt. Off.  
☐ GS-306-12 Rec. Mgt. Off.  
☐ GS-318-5 Sec'y-Steno

STAT

Records Management Section

☐ GS-306-12 Records Analyst  
☐ GS-306-11 Records Analyst  
STAT

STAT

☐ GS-306-9 Records Analyst  
STAT

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☐ GS-312-4 Clerk-Steno  
☐ GS-301-4 Clerk-Typing

Records Center Section

☐ GS-306-9 Records Analyst  
☐ GS-301-4 Clerk-Typing  
STAT

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Records Center Unit

☐ GS-306-7 Records Analyst  
STAT  
☐ GS-306-5 Records Analyst

STAT

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Distribution Unit

☐ GS-305-5 Mail Clerk  
STAT

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STAT

SLOT

T/O

INCUMBENT

PENDING

STAT

Microphotography Unit

☐ GS-371-5 Suprv. Micro.  
☐ GS-371-4 Microphotographer

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Mail Control Section

☐ GS-305-9 Mail & File Supv.  
☐ GS-305-8 Mail & File Supv.  
☐ GS-305-7 Mail Supv.  
☐ GS-305-4 Mail & File Clk-Typ

Mail Unit STAT

☐ GS-305-6 Mail & File Supv.  
☐ GS-305-6 Mail Clerk  
☐ GS-305-4 Mail Clerk

GS-305-4 File Clerk

GS-305-3 Mail Clerk

Courier Unit

☐ GS-301-6 Courier  
☐ GS-301-6 Courier  
☐ GS-301-5 Courier

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OFFICE OF GENERAL SERVICES  
RECORDS, STATISTIC, & REPORTS DIV.  
RECORDS MANAGEMENT & DISTRIBUTION BRANCH

SLOT

T/O

INCUMBENT

PENDING

Courier Unit

☐ GS-301-4 Courier

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RECORDS, STATISTICS, & REPORTS DIV.  
RECORDS MANAGEMENT & DISTRIBUTION BRANCH

SLOT                      T/O                      INCUM                      PENDING  
STAT

Courier Unit

STAT

☐ CEC-110-3 Messenger

STAT

STAT